

**FEDERAL HIGHWAY ADMINISTRATION
TMC POOLED-FUND STUDY**

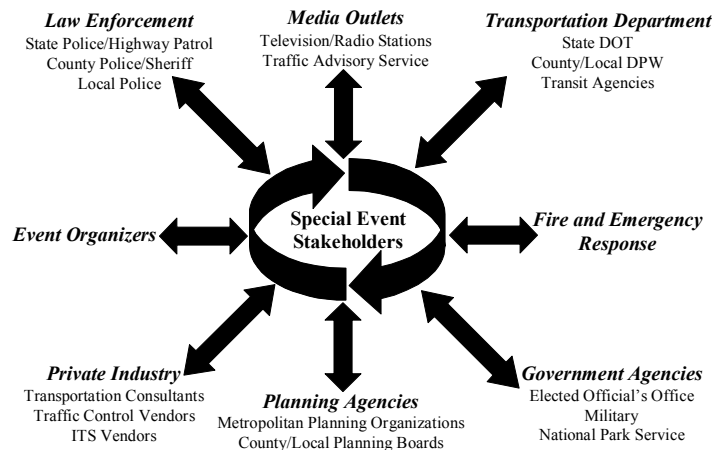
**TRANSPORTATION MANAGEMENT
STRATEGIES FOR SPECIAL EVENTS**



REQUEST FOR INFORMATION

The Federal Highway Administration is developing a technical reference entitled *Transportation Management Strategies for Special Events*. This technical reference will serve as a comprehensive, stand-alone information source to assist novice and experienced practitioners involved in or responsible for the advanced planning, stakeholder coordination, and proactive management of travel for planned special events. The document will examine the transportation management practices of a wide range of planned special events and will detail traditional, proven transportation management strategies and resources in addition to current technology applications for planned special events.

This request for information addresses topics encompassing all aspects of special event planning, management, and operations. The FHWA and the project team encourages special event stakeholders of various representation, as illustrated, to review this information request and contribute information and resources on relevant topics for possible use and credit in the technical reference.



Please return the completed request form and any supporting documents, photos, videos, or electronic files by August 23, 2002 to:

**Steven Latoski, P.E.
Dunn Engineering Associates, P.C.
66 Main Street
Westhampton Beach, New York 11978
Fax: 631.288.2544
E-mail: slatoski@dunn-pc.com**

If you have any questions, please call Mr. Latoski at 631.288.2480 x1140.

THANK YOU FOR YOUR TIME AND SUPPORT!!

CONTACT INFORMATION

Name: _____
Title: _____
Agency: _____
Address: _____
Phone Number: _____
Fax Number: _____
E-mail: _____

Are you interested in receiving periodic e-mail updates on the status of and available interim documents for *Transportation Management Strategies for Special Events*? ' Yes ' No

Do you have a known counterpart at the state level who has participated in transportation planning, stakeholder coordination, or operations for a special event(s)?
' Yes ' No ' N/A

If yes, please provide contact information: _____

Do you have a known counterpart at the county level who has participated in transportation planning, stakeholder coordination, or operations for a special event(s)?
' Yes ' No ' N/A

If yes, please provide contact information: _____

Do you have a known counterpart at the local level who has participated in transportation planning, stakeholder coordination, or operations for a special event(s)?
' Yes ' No ' N/A

If yes, please provide contact information: _____

BACKGROUND

This request for information queries information on a wide range of special event types. The following table lists typical permanent, multi-use special event venues and sample infrequent event types that may have occurred in your jurisdiction and warranted development of event-specific or venue-specific transportation management plans and operations strategies. The technical reference will not address planned roadway events involving construction or maintenance activities.

Permanent Special Event Venues	<ul style="list-style-type: none"> • Arenas • Baseball Stadiums • Horse Tracks • Festival Parks • Convention/Expo Center • Golf Courses • National Monuments 	<ul style="list-style-type: none"> • Football Stadiums • Racetracks • Fairgrounds • Amphitheaters • Ski Areas • Tennis Complexes • National Parks
Infrequent Special Event Types	<ul style="list-style-type: none"> • State/Sporting Games • Regattas • Political/Religious Events • Motorcycle Rally • Music Festivals • Parades • Historical Reenactments • Fairs • Bicycle Races • Grand Prix Auto Races • Major (Roving) Golf Tournaments 	<ul style="list-style-type: none"> • Air/Car Shows • Benefit/Charity Events • Conventions/Expos • Seasonal/Harvest Festivals • Cultural Events/Festivals • Fireworks Displays • Milestone Celebrations • Seasonal Markets • Marathons/Triathlons • Fishing/Hunting Derby

ADVANCED PLANNING AND COORDINATION FOR SPECIAL EVENTS

- Has your jurisdiction completed a transportation engineering study as part of the construction or operation of a permanent special event venue?
 - ' Yes, I will send a copy of the study(s)
 - ' No
 - ' Yes, please contact for more information: _____
 - ' Yes, please call to discuss
 - ' Unknown
- Has your jurisdiction completed a traffic and parking feasibility study for a specific or series of special events?
 - ' Yes, I will send a copy of the study(s)
 - ' No
 - ' Yes, please contact for more information: _____
 - ' Yes, please call to discuss
 - ' Unknown
- Has your jurisdiction organized formal meetings or developed a framework for facilitating transportation stakeholder coordination for a specific or series of special events?
 - ' Yes, I will send a copy of relevant documentation
 - ' No
 - ' Yes, please contact for more information: _____
 - ' Yes, please call to discuss
 - ' Unknown

DAY-OF-EVENT ACTIVITIES

10. Please provide a contact and/or forward copies of documentation, photos, or operations plans involving the following tools and resources for disseminating motorist information prior to or during special events.

' Variable message sign (particularly message sets): _____

' Highway advisory radio (particularly messages): _____

' Media partnerships: _____

' Pre-event informational campaign: _____

' Travel information via internet: _____

' Other: _____

Contact: _____

' Unknown _____

11. Please provide a contact and/or forward copies of documentation, photos, or operations plans involving the following tools and technologies for managing transportation operations during special events.

' Route marker/destination signing: _____

' Traffic signal systems (including ramp metering): _____

' Portable traffic signals: _____

' ITS equipment: _____

' Alternative lane operations: _____

' Route diversion strategies: _____

' Traffic surveillance systems (including portable): _____

' Transportation management center (including portable command center): _____

' Aircraft patrols: _____

' Bus transit: _____

' Commuter railroad: _____

' Park-and-ride lots: _____

' Parking management systems: _____

' Pedestrian accommodation strategies: _____

' Handicap accessibility strategies: _____

' Other: _____

Contact: _____

' Unknown _____

12. Please provide a contact and/or forward copies of documentation, photos, or operations plans involving the following tools and strategies for managing traffic safety operations during special events.

' Evacuation/emergency road closure plan (e.g., transportation components): _____

' Incident management: _____

' Towing contracts: _____

' Weather mitigation strategies (e.g., snow removal): _____

' Other: _____

Contact: _____

' Unknown _____

13. Please provide a contact and/or forward copies of documentation, photos, or operations plans involving the following strategies for managing travel demand during special events.

' Economic/preferential incentives for high occupancy vehicles: _____

' Bicycle accommodation strategies: _____

' Traffic restrictions (e.g., auto-restricted zones): _____

' Parking restrictions (e.g., on-street parking): _____

' Incentives for early patron arrivals or delayed departures: _____

' Economic/preferential incentives for mass transit use: _____

' Staggered work hours by large employers (e.g., large regional events): _____

' Travel demand strategies for motorists not attending event: _____

' Other: _____

Contact: _____

' Unknown _____

14. Has your jurisdiction developed training material (e.g., handbooks or videos) or held training exercises for day-of-event traffic and parking operations support personnel?

' Yes, I will send a copy of the training material ' Yes, please call to discuss

' Yes, please consult our operations manual

' No ' Unknown

' Yes, please contact for more information: _____

15. Has your jurisdiction developed action plans for managing event parking and traffic ingress/egress in the vicinity of the venue?

' Yes, I will send a copy of available plans ' Yes, please call to discuss

' Yes, please consult our operations manual

' No ' Unknown

' Yes, please contact for more information: _____

16. Has your jurisdiction adopted formal agency communication and coordination protocol (e.g., Incident Command System) for traffic management team members conducting day-of-event activities?

' Yes, I will send a copy of relevant documentation ' Yes, please call to discuss

' Yes, please consult our operations manual

' No ' Unknown

' Yes, please contact for more information: _____

17. Has your jurisdiction developed formal procedures for critiquing traffic management operations and facilitating plan changes during the day-of-event?

' Yes, I will send a copy of relevant documentation ' Yes, please call to discuss

' Yes, please consult our operations manual

' No ' Unknown

' Yes, please contact for more information: _____

18. Have agencies in your jurisdiction collected traffic data during a special event for the purpose of evaluating the performance of event traffic management operations?

' Yes, I will send a copy of relevant documentation ' Yes, please call to discuss

' Yes, please consult our operations manual

' No ' Unknown

' Yes, please contact for more information:

19. Has your jurisdiction conducted a survey of special event stakeholders and/or the general public on the effectiveness of traffic management operations for a specific or series of special events?

' Yes, I will send a copy of the survey results ' Yes, please call to discuss
' No ' Unknown
' Yes, please contact for more information: _____

20. Has your agency inventoried personnel work hours and equipment costs relative to the transportation planning, operation, and/or evaluation of a specific or series of special events?

' Yes, I will send a copy of relevant documentation ' Yes, please call to discuss
' No ' Unknown
' Yes, please contact for more information: _____

21. Has your jurisdiction organized formal post-event meetings among special event stakeholders to review traffic management operations?

' Yes, I will send a copy of relevant documentation ' Yes, please call to discuss
' No ' Unknown
' Yes, please contact for more information: _____

22. Has your jurisdiction completed a post-event report to document transportation performance evaluations, traffic management plan revisions, economic analyses, and successes/lessons learned?

' Yes, I will send a copy of the study(s) ' Yes, please call to discuss
' No ' Unknown
' Yes, please contact for more information: _____

23. Do agencies in your jurisdiction coordinate and participate in a regional coalition for the purpose of evaluating policy and improving activities for planned special events?

' Yes, I will send a copy of the study(s) ' Yes, please call to discuss

' No ' Unknown

' Yes, please contact for more information: _____

